Activity: **3.2**
                       Define Project Objectives

Responsibility: Project Manager/Team

Description: Use the information gathered during the analysis of the current user
                       environment to define the objectives of the project. The objectives should
                       identify what the project is intended to accomplish and why it is being
                       undertaken (e.g., to resolve problems or to satisfy statutory requirements).
                       Include a description of any deficiencies in the current manual and automated
                       processes, the severity and impact of any problems, and the solutions and
                       benefits that will result from implementing the project. The objectives should
                       be identified in measurable terms.

Sample Questions: The following list provides sample questions that can be used to help define the
                       project objectives. Even though the users' answers to some questions might be
                       tentative, partial answers will be useful at this stage of the lifecycle. These
                       questions can be revisited during the Requirements Definition Stage to help
                       develop the project requirements.

- What is the general intent of the product?

- What organizational or Departmental functions will the product
  support?

- What are the major functional components of the product?

- Will the product produce any files or reports or provide data for other
  Government agencies, organizations, applications?

- Will the product use any data, files, or reports generated by other
  Government agencies, organizations, applications?

- What Departmental mission(s) will the product support?

- What Departmental strategic goal(s) will the product support?

- Will the product be aligned with the Departmental IRM plans?

- Will the product satisfy statutory or regulatory requirements?

- What are the anticipated benefits of the product?

Work Product: Develop a formal statement of project objectives. This statement will be incorporated into the Project Plan. If a feasibility study is conducted, the statement of project objectives should be included in the Feasibility Study Document. Place a copy of the project objectives in the Project File.

Sample Statement
of Project
Objectives: *The Human Resources organization needs a reliable means for tracking information about all of the personnel for whom it is responsible. This will be accomplished with the development of a new automated administrative information application called the Human Resources Information System (HRIS). The high-level objectives of the HRIS project are to develop an application that will:*

- *Provide a central local area network repository for personnel data.*

- *Ensure accuracy and timeliness of all personnel data.*

- *Enable access to the data by the Human Resources staff as well as Training, Salary Administration, and other organizations as required.*

- *Generate a series of basic reports.*

- *Provide the capability to produce ad hoc reports in the event existing reports do not satisfy the users' reporting requirements.*